
I have been summoned, NOW WHAT?

- ✓ **IMMEDIATELY**, complete the information required by the court and return in the self-addressed stamped envelope. *(All required information must be returned within 5 days.)*
- ✓ Review **ALL** materials included in this packet.
- ✓ Review “**Petit Juror Guide**” for details concerning *special accommodations, expectations for conduct, and excuse/deferral instructions.*
- ✓ Arrange for accommodations *(if you live 60 miles from Pittsburgh)* and travel.
- ✓ Begin making arrangements with your employer, childcare providers, spouse, etc.

What to Wear?

During your term of service, we ask that you use good judgment in attire (no shorts, tank tops, torn jeans, flip flops, tee shirts, etc.). **Business casual is appropriate.** The Court asks that the rules of etiquette be followed in the courtroom.

Directions

Once downtown, the Courthouse is located on the **corner of Seventh Avenue and Grant Street.**

The building is located across from the USX Tower on 7th Avenue and across from the Gulf Tower, Federal Reserve and the Federal Building on Grant Street.



Enter the building using the GRANT STREET SOUTH LOBBY ENTRANCE (nearest to the intersection of Grant Street and Seventh Avenue). **DO NOT** report to Allegheny County Courthouse OR to the Federal Building.

U. S. District Court
Western District Pennsylvania



U. S. District Court
Western District of Pennsylvania



**Juror's Quick Reference
Guide**
Pittsburgh Division

700 Grant Street
United States Courthouse
Pittsburgh, PA
Phone: 412-208-7540
<http://www.pawd.uscourts.gov/>

What to Expect Upon Arrival

Upon entering the South Entrance of the US Federal District Court, you will be cleared by security. **Allow 10-15 minutes for this procedure.**

Firearms, pocket knives, scissors, razors, mini batons, etc., are **NOT** permitted in the courthouse. These items, as well as any others that can be construed as a weapon, will be confiscated at the entrance of the courthouse by security officers. You and any personal belongings brought into the building will be required to pass through electronic security equipment. While cell phones are permitted in the building (turned off) for now, cameras and recording devices are NOT. Cell phones with these features MAY be retained by court security until you exit the building. Picture taking and video/voice recording is **PROHIBITED** throughout the entire Courthouse.

You will then be directed to the **Third Floor** of the Courthouse building, **Room 3300**.

Unexpected Emergency

Should an **unexpected, emergency** situation **arise at anytime throughout your two-week term**, contact the jury office immediately at 412-208-7540 during the business hours of 8:30 to 5:00 to advise us of the emergency.

Parking & Public Transportation Services

Where to Park, Rates, Shuttle Services, and other helpful information:

www.alcoparking.com
(412) 323-4455

www.pittsburghparking.com
(412) 560-PARK

Port Authority of Allegheny County
Schedules, Rates, Park and Ride locations and links to other transit authorities:
www.portauthority.org
(412) 442-2000

Two-Week “On Call”

Each evening after 4:00 P.M. during your two-week “on call” period, (*read enclosed Petit Juror Guide for full explanation*) **you** are responsible for calling to receive your reporting instructions using your nine digit number. **PLEASE DO NOT PHONE IN BEFORE 4:00** - you **will not** be receiving the most updated instructions.

Juror Phone System toll free **1-866-498-8562**. Call **AFTER 4:00 P.M.** each day during “on call” period.

You MUST be available during the 2-week term to report and if selected, to begin to serve. *ANY conflict previously scheduled by you during this 2 week term must be reported to the jury office in advance to the start of the term.*



Hotels and Lodging

(Not intended as a complete listing or endorsement)

Courtyard by Marriott
(Downtown).....412-434-5551

Hilton Hotel412-391-4600

Marriott Hotel.....412-471-4000

Doubletree Hotel.....412-281-5800

Hampton Inn-Smallman St (“The Strip”).....412-288-4350

Sheraton Hotel (@Station Square)
.....412-261-2000

Pittsburgh Renaissance Hotel
.....412-562-1200

The Westin Convention Center Hotel
.....412-281-3700

The Omni William Penn Hotel
.....412-553-5100

Enjoy Downtown Pittsburgh

(Dining, Shopping, Activities)

www.DowntownPittsburgh.com (Web only)
